PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

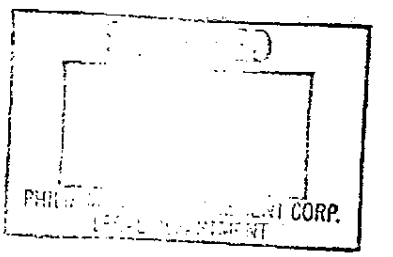
120 PARK AVENUE, NEW YORK, N.Y. 10017

PRIVILEGED AND CONFIDENTIAL

TO: DISTRIBUTION DATE: September 15, 1994

FROM: Charles R. Wall

RE: Records Disposal Suspension Notice



We have received a request for certain records, some of which are already subject to disposal suspension under the Philip Morris Records Management Program. (Documents subject to disposal suspension are listed in Appendix A to the Records Management Procedures Manual and prior records disposal suspension notices). This notice will serve to place the records described in the attachment to this memo under disposal suspension, if not already under suspension. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in each Records Management Procedures Manual remain in effect without change.

If there is any question about whether a record is subject to disoposal suspension, the record should be retained pending review by the Legal Department.

As always, please distribute this disposal suspension notice throughout the departments for which you are responsible. If you have any question related to this notice, please contact Clare Purcell (Richmond x3656) or John Mulderig (New York x3056) in the Legal Department.

If any recipient of this disposal suspension notice has records within the scope of the categories listed in the attachment which have not already been provided to the Legal Department, please telephone either Ms. Purcell or Mr. Mulderig to let them know.

CRW.

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ATTACHMENT

1. Any correspondence or other records received by Philip Morris from or sent by Philip Morris to Healthy Buildings International, Inc., ACVA Atlantic, Inc. or any other predecessor company (collectively "HBI");

2. any documents describing Philip Morris's relationship with HBI;

3. any documents reflecting payments made directly or indirectly by Philip Morris to HBI;

4. any documents reflecting services rendered directly or indirectly to Philip Morris by HBI; and

5. any documents reflecting or relating to any appearance in which HBI testified at the request, directly or indirectly, of Philip Morris in opposition to a federal, state, or local law proposing controls on environmental tobacco smoke including but not limited to any written testimony submitted by HBI.

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